

Office of the Administrative Director — Fiscal Office, Support Services Division

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November 15, 2004


MEMORANDUM

TO WHOM IT MAY CONCERN:

FROM: Janell Kim, Assistant Fiscal & Support Services Administrator

SUBJECT: ADDENDUM NO. 1, REQUEST FOR PROPOSALS NO. J05100
PURCHASE OF SERVICES FOR FISCAL BIENNIUM 2005 - 2007

Transmitted herewith for your review is one copy of Addendum No. 1 for the Purchase of Services RFP J05100. Should you have any programmatic questions regarding this Addendum, please call Ms. Elizabeth Kent in the Alternative Dispute Resolution section at Ph. 539-4237, Email: elizabeth.r.kent@courts.state.hi.us. Other questions regarding this Request for Proposals may be directed to Jonathan Wong in the Contracts & Purchasing Office at 808- 538-5805, or Email: jonathan.h.wong@courts.state.hi.us. Thank you


for Janell Kim

JK/JW:jw

Transmittal

ADDENDUM NO. 1
REQUEST FOR PROPOSALS NO. J05100
PURCHASE OF SERVICES FOR FISCAL BIENNIUM 2005 - 2007

The items listed hereinafter are hereby made a part of Request for Proposal No. J05100 for the above project and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

Modifications to SECTION FOUR - PROPOSAL EVALUATION

- A. Section 4.2.1 Evaluation Categories and Threshold, on page 4-1 shall be amended by changing the possible evaluation points and to read as follows:

<u>“Evaluation Categories</u>	<u>Possible Points</u>
<i>Administrative Requirements</i>	
<i>Proposal Application</i>	100 Points
Background and Summary	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 points
TOTAL POSSIBLE POINTS	100 Points

- B. Section 4.3.2.1 - Background and Summary (Decrease from 10 evaluation points to 0 points.)
- C. Section 4.3.2.3 - Personnel: Program Organization and Staffing.
(Change title of the section to read “4.3.2.3 Project Organization and Staffing”, and increase from 10 evaluation points to 15 points.)
- D. Section 4.3.2.4 - Service Delivery (Increase from 50 evaluation points to 55 points.)
- E. Section 4.3.2.5 - Financial, on page 4-3 shall be amended to read as follows:

“4.3.2.5 Financial (10 Points)

Pricing structure based on fixed price:

- Applicant’s proposal budget is reasonable, given program resources and operational capacity.
- Adequacy of accounting system.”

END OF ADDENDUM NO. 1